

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY KYIV
Notice of Funding Opportunity**

Funding Opportunity Title: Professional Development & Exchange for Ukrainian Educators of Preservice Teachers

Funding Opportunity Number: PAS-Ukraine-2022-11

Deadline for Applications: July 11, 2022, 11:59pm GMT+2

Catalogue of Federal Domestic Assistance (CFDA) Number:

Total Amount Available: \$300,000

Anticipated Award Date: October 1, 2022

Anticipated Number of Awards: 1

Public Affairs Section of the U.S. Embassy
4, Igor Sikorsky St., Kyiv 04112
Tel.: (044) 521 57 66; 521 51 49
Fax: (044) 521 51 55
Email address: KyivRELO@state.gov

A. PROGRAM DESCRIPTION

The Public Affairs Section of the U.S. Embassy Kyiv (PAS Kyiv) announces an open competition for organizations to submit applications to carry out a program to administer the FY 2022-2023 Professional Development for Instructors for Preservice Teachers grant. The grantee facilitates preservice teacher educators' professional development, to include regular online training and a short-term exchange to the United States. Please carefully follow all instructions below.

Award recipients will consult closely with PAS Kyiv throughout the development, implementation, and evaluation of the program. The grantee will be responsible for providing a high-quality, coherent online professional development program for selected instructors at pedagogical colleges and universities in Ukraine, to be accompanied by an approximately 3-week professional exchange trip to the United States offered to a subset of participating instructors (8-10). The professional development will address effective methods of training new English language teachers; observation and feedback techniques for preservice teachers; best practices for hybrid and virtual teacher education; and training teachers to incorporate social-emotional learning. The exchange trip should provide Ukrainian teacher educators an opportunity to interact with U.S. teacher education programs. The grantee will provide logistical support during the exchange, including travel and program support, as well as all kinds of support needed to make the programs successful, as directed by PAS Kyiv. The grantee will implement virtual follow-up activities to help participants adapt and apply lessons learned during the exchange experience. The Grantee will be required to provide the Embassy with program account records on a regular basis.

Priority Region: The U.S. Embassy Kyiv will advise on priority pedagogical colleges and universities.

Program Objectives:

1. **Provide professional development opportunities** for instructors for preservice English language teachers at pedagogical colleges and universities.
2. **Strengthen people-to-people ties between the United States and Ukraine** through activities, information sharing, and experiences between American experts and target audiences that increase mutual understanding between the people of the United States and Ukraine.
3. **Build capacity of Ukrainian pedagogical colleges and universities** through long-term, self-sustaining relationships and institutional linkages between American and Ukrainian individuals and organizations.

The goal of this program is to provide space for dialogue between the peoples of both countries and foster American engagement with a wide range of Ukrainian audiences through English language teaching and learning.

Participants and Audiences:

Ukrainian instructors of methodology for preservice English language teachers in Ukraine; approximately 30 instructors will be audience for online professional development, of which approximately 10-12 will participate in the exchange.

B. FEDERAL AWARD INFORMATION

Length of performance period: October 1, 2022 to December 31, 2023

Number of awards anticipated: one

Total available funding: \$300,000, pending the availability of funds

Type of Funding: FY22 Foreign Assistance Funds

Anticipated program start date: October 1, 2022

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement

In a cooperative agreement, PAS Kyiv is substantially involved in program activities above and beyond routine monitoring. The Embassy will identify and work closely with partners to carry out the activities, serving as the main conduit of information to the Ukrainian organizations and partners. The Embassy will also be responsible for monitoring the activity and representing the U.S. Government during the course of the programming. In addition, PAS Kyiv will:

- provide guidance and feedback on the topics for the professional development program;
- advise in the selection of participating instructors
- provide feedback at regular intervals and upon program completion.

Program Performance Period: Proposed programs should be completed in December 31, 2023

The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of

funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply: U.S. non-commercial organizations and academic institutions (both Public and Private) are eligible to apply. U.S. public and private non-profit organizations must meet the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

2. Cost Sharing or Matching

Cost sharing is encouraged, but there is not requirement for cost sharing or matching funds for this competition.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a valid registration on www.SAM.gov. Please see Section D for information on how to obtain these registrations.

a) Technical Eligibility: All proposals must comply with the requirements and guidance included in this NOFO. Not following the guidance will result in the proposal being declared technically ineligible and given no further consideration in the review process.

b) Eligible applicants may not submit more than one proposal in this competition.

If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process.

Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the PSI document.

c) Taxes: Successful applicants are responsible for complying with all applicable tax treaties and federal, state and local laws on tax withholding and reporting for project participants.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Interested applicants may request the full text of this Notice of Funding Opportunity (NOFO) via email to KyivRELO@state.gov. The NOFO may also be found on www.grants.gov as well as the website of the U.S. Embassy in Kyiv: <https://ua.usembassy.gov/education-culture/>. Applicants may also request a NOFO in writing to: Grants Team, Public Affairs Section, U.S. Embassy Kyiv, Public Affairs Section, 4, Igor Sikorsky Street, Kyiv 04112

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- **SF-424 (Application for Federal Assistance – organizations)**
- **SF424A (Budget Information for Non-Construction programs)**
- See <https://ua.usembassy.gov/uk/education-culture-uk/media-development-fund-eng> for more information regarding the process to obtain required registrations.

2. Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (4-page maximum): The applicant must include all the items below. The proposal should contain sufficient information that anyone not familiar with the topic would understand exactly what the applicant wants to do. The narrative should detail the applicant's experience and organizational capability in carrying out the facilitation of exchange program logistics.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies. This section should also address the organization's knowledge of the Ukrainian legal and political environment as it relates to cultural and professional exchanges.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.

- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. Please provide as much detail about proposed personnel as possible, such as prior places worked, connections to exchange program management, and their readiness to work on this project. Please list where they will work and what proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

Budget

The budget should outline the administrative costs involved in carrying out the online and exchange activities. For example, the proposal should indicate the anticipated administrative costs for hiring and maintaining staff who will make travel arrangements for Ukrainian exchange participants, building a landing page, and the other tasks outlined in this notice of funding. The budget should also include the costs for participant travel as part of the exchange experience.

Please note that the number of participants to be supported is estimated. Final number of participants will be determined in consultation with the Embassy. During the administration of the program, actual costs of exchange participant travel must be used, not estimates submitted on the budget.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program.
- Letters of support from program partners describing the roles and responsibilities of each partner (if applicable)
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations: Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying to receive Federal assistance must have a CCR (NCAGE) number, and an active account with the System for Award Management (SAM.gov) before an award can be made.

Step 1: Apply for a NCAGE number (these can be completed simultaneously)

NCAGE application. Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%20GE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766 Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:

<https://www.sam.gov> SAM registration must be renewed annually.

Note that SAM registration are free of charge!

You may start getting emails from commercial companies offering to process or extend registration for you at extra fee. It is in your organization's discretion to choose the way of processing these registrations. U.S. Government does not commit to reimburse you these costs.

Submission Dates and Times

Applications are due no later than *July 11, 2022*

Funding Restrictions: Please note that award funds cannot be used for alcoholic beverages.

a) **Indirect Charges:** An organization with a Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant (primary) federal government agency should include a copy of the cost-rate agreement. Applicants should indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. Organizations claiming indirect costs should have an established NICRA. If sub-grantees are claiming indirect costs, they should have an established NICRA that is also submitted with the proposal package. **If your organization does not have a NICRA, and the proposal budget has a line item for indirect cost charges, those indirect charges may not exceed 10%.**

b) **Pre-award Costs:** Any costs incurred prior to the award start date in the Federal Notice of Award are incurred at the recipient's own risk. Approval of these costs require authorization of the Grants Officer to be considered allowable, will only be considered on a case-by-case basis, and will only be authorized in extraordinary circumstances. Applicants should assume that any costs incurred before the start date on the Federal Notice of Award will not be authorized.

E. APPLICATION REVIEW INFORMATION

Technically eligible applications will be competitively reviewed by according to the criteria stated below.

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives: Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

Sustainability Project activities will continue to have positive impact after the end of the project.

Budget: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and Evaluation Plan: Applicant demonstrates ability to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

A Grants Review Committee will evaluate all eligible applications

Review and Selection Process

The Embassy's Public Affairs Section will first review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated in this NOFO. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and will be reviewed by a panel of at least three Embassy Officers and scored according to the criteria above. All awards will be assessed for risk prior to their issuance.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: The Recipient must request payment under this award by completing form SF270—Request for Advance or Reimbursement and submitting the form to the Grants Officer.

Unless otherwise stipulated, the recipient may request payments on a reimbursement or advance basis. Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the recipient in conducting the purpose of this award. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the recipient for direct program or project costs and the proportionate share of any allowable indirect costs.

Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all terms and conditions and required certifications that will apply to this award to ensure they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:
<https://www.statebuy.state.gov/fa/pages/home.aspx>

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

Administrative and National Policy Requirements

Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted. A final, comprehensive report will also be required, due no later than 90 days after completion or termination of all project activities. Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

G. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.